



# Director's Rule 2-2014

<b>Applicant:</b>  City of Seattle Department of Planning and Development	<b>Page</b>  1 of 4	<b>Supersedes:</b>
	<b>Publication:</b>  1/16/2014	<b>Effective:</b>  4/16/2014
<b>Subject:</b>  Registration Schedule for Rental Properties with One to Four Rental Housing Units	<b>Code and Section Reference:</b>  Seattle Municipal Code 22.214.040.A.3	
	<b>Type of Rule:</b>  Code Interpretation; Establishing implementation details	
	<b>Ordinance Authority:</b>  SMC 3.06.040; 22.214.070	
<b>Index:</b>  Rental Registration and Inspection Ordinance RRIO	<b>Approved</b>  Diane M. Sugimura, Director, DPD	<b>Date</b>

## Background

Seattle Municipal Code (SMC) Chapter 22.214, the Rental Registration and Inspection Ordinance (RRIO) program, requires residential rental property and rental housing units located in Seattle to register with the Department of Planning and Development. SMC Section 22.214.040.A.3 provides as follows:

*Between January 1, 2015 and December 31, 2016, all properties with one to four rental housing units shall be registered according to a schedule established by Director's rule. The schedule shall include quarterly registration deadlines; and shall be based on dividing the city into registration areas that are, to the degree practicable, balanced geographically and by rough numbers of properties to be registered in each area.*

Based on estimates of the numbers of 1-4 unit rental properties in all Seattle neighborhoods, the Department of Planning and Development divided the city into eight areas defined by postal ZIP codes. These areas were then randomly selected to match eight quarterly registration deadlines beginning March 31, 2015 and ending December 31, 2016.

This Rule establishes the eight geographically defined areas and the quarterly registration deadlines for properties with one to four rental housing units. Properties may register early, but any property that fails to meet the registration deadline established in this Rule will be subject to a late fee and the possibility of civil enforcement action and accompanying financial penalties.

### **Registration Deadlines**

Table 1 and 2 below provide RRIO program registration deadlines for 1 to 4 unit rental housing properties including single family homes, accessory dwelling units, and individual condominium rentals as well as duplex, triplex and four-unit rental properties. Both tables present the same ZIP codes with Table 2 grouped by calendar quarter.

Any rental properties in Seattle with 1 to 4 rental housing units with a ZIP code not included in the tables below shall register by December 31, 2016.

**Table 1: 1 to 4 Unit Rental Property Registration Deadlines by Zip Code**

*Including single family homes, accessory dwellings, and individual condominium rentals as well as duplex, triplex, and four-unit rental properties.*

<b>TABLE 1</b> <b>1-4 Unit Registration Deadlines by ZIP Codes</b>			
<i><b>If your property ZIP code is ...</b></i>	<i><b>Your registration deadline is ...</b></i>		<i><b>If your property ZIP code is ...</b></i> <i><b>Your registration deadline is ...</b></i>
98101	December 31, 2016		98124 December 31, 2016
98102	June 30, 2015		98125 March 31, 2016
98103	June 30, 2016		98126 June 30, 2016
98104	December 31, 2016		98133 June 30, 2015
98105	March 31, 2015		98134 December 31, 2016
98106	March 31, 2015		98136 March 31, 2016
98107	December 31, 2015		98144 September 30, 2015
98108	December 31, 2015		98146 March 31, 2016
98109	September 30, 2015		98154 December 31, 2016
98112	March 31, 2016		98155 March 31, 2016
98115	December 31, 2016		98164 December 31, 2016
98116	June 30, 2015		98174 December 31, 2016
98117	September 30, 2016		98177 June 30, 2015
98118	September 30, 2016		98178 September 30, 2016
98119	March 31, 2015		98185 March 31, 2015
98121	December 31, 2016		98195 March 31, 2015
98122	December 31, 2015		98199 September 30, 2015

**Table 2: 1 to 4 Unit Rental Property Registration Deadlines by Calendar Quarter**  
*Including single family homes, accessory dwellings, and individual condominium rentals as well as duplex, triplex, and four-unit rental properties.*

<b>TABLE 2</b>	
<b>1-4 Unit Registration Deadlines by Calendar Quarter</b>	
<b><i>Deadline</i></b>	<b><i>ZIP Codes</i></b>
March 31, 2015	98105, 98106, 98119, 98185, and 98195
June 30, 2015	98102, 98116, 98133, and 98177
September 30, 2015	98109, 98144, and 98199
December 31, 2015	98107, 98108, and 98122
March 31, 2016	98112, 98125, 98136, 98146, and 98155
June 30, 2016	98103 and 98126
September 30, 2016	98117, 98118, and 98178
December 31, 2016	98101, 98104, 98115, 98121, 98124, 98134, 98154, 98164, and 98174